

II. ANNUAL ACCOMPLISHMENT SUMMARY DEVELOPMENT REVIEW

(This side to be completed by immediate manager)

LEE, CLAUDE G.

Associate's Name (last, first, middle initial)

A. PERFORMANCE SUMMARY AND TREND (Summarize your view of associate's accomplishments versus goals in the past year and indicate performance.)

SET GOAL FOR 0 RECORDABLES - HAD 0

SET INCIDENT RATE FOR 2.5% - HAD 0.74% PLANT AVERAGE IS 2.5%

SET GOAL FOR 0 DOCTORED CASES - HAD 0

SET GOAL FOR 0 LOST WORK DAYS AND ACCIDENTS - HAD 0

PUT UP COST WENT FROM \$.51 PER DOZEN TO \$.49 - GOAL WAS \$.48. ABSENTEEISM WENT FROM 2.94% TO 2.45% GOAL WAS 2.5%

(continue on the back in necessary)

B. STRENGTHS/GROWTH (Describe associate's strengths and how they changed in the past year.)

CLAUDE IS LEARNING MORE EACH DAY. HE IS IMPROVING ON HIS RELATIONSHIP WITH HIS ASSOCIATES. HE SEEMS TO HAVE THEIR RESPECT

AND THIS WILL HELP HIM GROW TO BE A GOOD SUPERVISOR.

(continue on the back in necessary)

C. DEVELOPMENTAL RECOMMENDATIONS

1. List Developmental Objectives and/or Skills To Improve based on overall performance rating and evaluation of management skills.
2. For any deficiencies noted on Management Skill Evaluation, planned development activity must be detailed here.
3. Developmental Objectives or Skills To Improve should be directly transferred onto next year's Objective Setting page.

Developmental Objective/Skills To Improve	Planned Developmental Activity
CONTINUE TO DEVELOP SUPERVISOR SKILLS	COMPANY SPONSORED CLASSES
QUALITY AND PRODUCTION	HOLD MONTHLY MEETINGS IN QUALITY AND PRODUCTION

D. FUTURE CAREER DISCUSSION

Discuss associate's career goals and objectives. List any positions in which the associate expresses an interest. Refer to Human Resources Manager if indicated.

Comments:

Claude enjoys being a supervisor in Packing.
 Future career goals is to be a Dept Manager.

E. OVERALL PERFORMANCE RATING (Transfer performance rating to page 1 [front] of form)

____ Superior ____ Above Requirements X Meets Requirements ____ Fair ____ Marginal

F. ASSOCIATE'S COMMENTS

CLAUDE HAS EXPRESSED INTEREST IN BECOMING A DEPARTMENT MANAGER IN ANY OF THE PRODUCTION DEPARTMENTS.

G. SIGNATURES

Bob Turner
 Immediate Manager

B. Turner
 Reviewing Manager


1-27-03
 Date

1-31-03
 Date

☐ Check if additional comments attached.

C.L.
 Associate's initials indicate
 that he/she read this
 appraisal and it has been
 discussed with him/her.

1-27-03
 Date

 WESTPOINT STEVENS		PLANNED PERSONAL OBJECTIVES AND ACCOMPLISHMENTS FOR SALARIED-EXEMPT ASSOCIATES	
Name: CLAUDE LEE		Date: 10-Jan-03	
Title: SUPERVISOR		Division and/or Business Unit: BED PRODUCTS/SHEETS	
Planned Personal Objectives From 1-Jan-03 to 31-Dec-03			
SAFETY GOALS:			
4TH QUARTER HAD 0 RECORDABLES IN 2002 SET GOAL OF 0 FOR 2003			
4TH QUARTER SET INCIDENT RATE FOR 2003 TO 1.5% OR BETTER			
4TH QUARTER DOCTORED CASES FOR 2002 WAS 0 SET GOAL OF 0 FOR 2003			
4TH QUARTER LOST TIME ACCIDENTS WAS 0 SET SAME GOAL FOR 2003			
4TH QUARTER LOST WORK DAYS 0 SET SAME GOAL FOR 2003.			
QUALITY			
1) MAINTAIN FABRICATION DEFECTS OF 0.06% OR BETTER. 2) HOLD MONTHLY QUALITY AND PRODUCTION MEETINGS WITH ASSOCIATES.			
PRODUCTION			
1) PUT UP LAST IN PACKING IS \$0.49 A DOZEN NEW GOAL IS \$0.48 A DOZEN. 2) DECREASE ABSENTEEISM FROM 2.5% TO 2.4%.			
<i>Claude Lee</i> Associate		<i>Bob Turner</i> Supervisor/Manager	
1-27-03 Date		1-27-03 Date	
(Note: All salaried-exempt associates supervising others must include in their goals their efforts in meeting EEO/AAP expectations.) Please indicate target date for meeting each goal (1st, 2nd, 3rd and 4th quarter). *Signatures above indicate agreement on goals and objectives at beginning of evaluation period.			

STRICTLY PRIVATE**ANNUAL ACCOMPLISHMENT SUMMARY DEVELOPMENT REVIEW**

(This side to be completed by associate)

LEE, CLAUDE G.424-80-5902

Name (Last, First, Middle Initial)

Social Security Number

SUPERVISORBED PRODUCTS/SHEETS

Title

Division and/or Business Unit

ACCOMPLISHMENT SUMMARY (Summarize your accomplishments versus goals in the past year.)SET GOAL ZERO LOST TIME ACCIDENTS - MET GOALSET GOAL ZERO RECORDABLES - HAD ZEROINCIDENT RATE FOR DEPARTMENT WENT FROM 2.89% TO 0.74% PLANT AVERAGE IS 2.5%COST PER DOZEN IN PUT UP WENT FROM \$0.51 TO \$0.49ABSENTEEISM WAS 2.4% FOR 2002**STRENGTHS/GROWTH** (Describe your strengths and how they changed in the past year.)MY STRENGTHS FOR THE PAST YEAR ARE MY ABILITIES TO INTERACT WITH MY EMPLOYEES IN A WAY THAT ARE FAIR TO EACH EMPLOYEE. MOTIVATE THEM TO DO THEIR JOBS TO THE BEST OF THEIR ABILITY**IMPROVEMENT/DEVELOPMENT NEEDS/PLANS** (Identify most critical needs and responsive action plans.)COMPUTER CLASSES FOR SUPERVISORS WOULD BE A GOOD COMPANY ASSET. COMPANYS ARE BEING RUN BY COMPUTERS AND THE MORE THEY CAN TRAIN THEIR EMPLOYEES TO EFFICIENTLY DO THEIR JOBS AND MAKE THE OPERATION RUN SMOOTH AND EASY.**JOB/CAREER INTEREST** (If interested in a job change, list preference including position title, business unit, location. Specify any geographic limitations, desired timing, etc. Also describe long-term interest.)I ENJOY BEING A SUPERVISOR HERE AT THE ABBEVILLE PLANT. HEAD SUPERVISOR OF ONE OF THE OPERATIONS, SUCH AS THE PAC. AN INTEREST OF MINE. I HAVE WORKED IN PACKING MY ENTIRE CAREER AT THE ABBEVILLE PLANT.Claude Lee
Associate's Signature1-27-03

Date

Lee/WPH - 0028

CONFIDENTIAL

WESTPOINT STEVENS

FEB - 7 2002
ENTERED

SALARIED-EXEMPT PERFORMANCE REVIEW

NAME Claude Lee 33519

DEPARTMENT/POSITION TITLE Wrap and Pack Supervisor

FACILITY 044 - Abbeville

DIVISION and/or BUSINESS UNIT Bed Products/Sheets

DATE LAST REVIEWED _____

JSD 3/1/00


RATING PERIOD 2002

PERFORMANCE RATING MR 33856

DATE COMPLETED 1-15-02

GENERAL INSTRUCTIONS

Timing:	A performance review is to be completed for each salaried-exempt associate annually between January 1 and January 31. It is the responsibility of each supervisor to prepare the performance review.
Procedure:	<p>The associate's performance of assigned tasks and accountabilities should be rated with respect to the performance factors below, utilizing the following scale:</p> <p>S - Superior: Consistently and substantially exceeds major job requirements. Accomplishments are extraordinary as demonstrated by job results.</p> <p>AR - Above Requirements: Exceeds most job requirements. Job results are measurably higher than job requirements.</p> <p>MR - Meets Requirements: Meets major job requirements. Performance is fully acceptable as demonstrated by job results.</p> <p>F - Fair: Performance is slightly below what is expected in the position. Performance needs improvement.</p> <p>M - Marginal: Fails to meet most job requirements. Performance requires immediate, substantial and sustained improvement.</p>
Acknowledgment:	This appraisal has been reviewed with the associate. It is understood that the signature does not necessarily indicate agreement with the content of the review.

 WESTPOINT STEVENS		PLANNED PERSONAL OBJECTIVES AND ACCOMPLISHMENTS FOR SALARIED-EXEMPT ASSOCIATES	
Name:		Date:	
Claude G. Lee		1/9/02	
Title:		Division and/or Business Unit:	
Supervisor		Bed Products/Sheets	
Planned Personal Objectives From <u>1-Jan-02</u> to <u>31-Dec-02</u>			
Safety Goals			
4th quarter had 1 recordable in 2001, set goal of 0 for 2002.			
4th quarter set incident rate for 2002 to 25 or better			
4th quarter doctored cases for 2001 was 1 - set goal of 0 2002.			
4th quarter lost time accidents was 0 set same goal for 2002.			
4th quarter lost work days 0 - set same goal for 2002			
Quality			
1) Maintain fabrication defects of 0.06% or better. Hold monthly quality meeting on my shift.			
2) Put up last year in packing was \$0.51 a dozen, new goal is \$0.48 a dozen.			
3) Decrease absenteeism from 2.94% to 2.5%			
<i>* Claude Lee</i> Associate		<i>Bob Turner</i> Supervisor/Manager	
<u>1-9-02</u> Date		<u>1-15-02</u> Date	
(Note: All salaried-exempt associates supervising others must include in their goals their efforts in meeting EEO/AAP expectations.)			
Please indicate target date for meeting each goal (1st, 2nd, 3rd and 4th quarter).			
*Signatures above indicate agreement on goals and objectives at beginning of evaluation period.			

STRICTLY PRIVATE

ANNUAL ACCOMPLISHMENT SUMMARY DEVELOPMENT REVIEW

(This side to be completed by associate)

Lee, Claude G.

Name (Last, First, Middle Initial)

424-80-5902

Social Security Number

Supervisor

Title

Bed Products/Sheets

Division and/or Business Unit

ACCOMPLISHMENT SUMMARY (Summarize your accomplishments versus goals in the past year.)

Set goal of 0 lost time accidents - met goal

Set goal of 0 recordables - had 1

Incident rate for department went from 3.86 to 2.89

Cost per dozen in put up went from \$0.54 to \$0.51

Absenteeism was 2.94 for 2001

STRENGTHS/GROWTH (Describe your strengths and how they changed in the past year.)

My strengths for the past year are my abilities to interact with my associates in a way that are fair to each employee.

Motivate associates to do their jobs the best of their ability.

IMPROVEMENT/DEVELOPMENT NEEDS/PLANS (Identify most critical needs and responsive action plans.)

Computer classes for supervisors would be a good company asset. Companies are being run by computers and the more they can train their associates to efficiently do their jobs and make the operation run smooth and easy.

JOB/CAREER INTEREST (If interested in a job change, list preference including position title, business unit, location. Specify any geographic limitations, desired timing, etc. Also describe long-term interest.)

I enjoy being a supervisor here at the Abbeville Plant. Head supervisor or one of the operations, such as the packii is an interest of mine. I have worked in packing my entire career at the Abbeville Plant.

Claude Lee
Associate's Signature

1-9-02
Date

I. MANAGEMENT SKILLS EVALUATION

After carefully evaluating individual's work performance in relation to current job requirements, check the appropriate box to indicate the associate's performance. Explanation of terms appear at the bottom of this page. If not applicable, indicate N/A.

Management Skills	Rating					Comments or Supportive Details
	Superior	Above Requirements	Meets Requirements	Fair	Marginal	
DEVELOPMENT OF SUBORDINATES Ability to prepare subordinates for current positions, as well as for positions of greater responsibility.			X			People are well trained in different jobs.
SUPERVISION/MANAGEMENT SKILLS Ability to direct and control subordinates; ability to motivate and effectively coordinate the efforts of work groups.			X			Needs a little more effort in keeping his people motivated.
STRATEGIC PLANNING/ORGANIZING Ability to establish courses of action to accomplish specific goals. Allocation of resources, including setting priorities, meeting deadlines, anticipating problems.		X				Stays alert watching for any problems that may arise. Keeps up with all rush items.
JOB KNOWLEDGE Technical knowledge and level of competence required for success in incumbent position.			X			Claude is learning more each day.
QUALITY Conformance to requirements re accuracy, thoroughness, acceptability of work performed.			X			Still learning what is acceptable in quality from management standpoint.
COMMUNICATION SKILLS Ability to clearly and persuasively express concepts, both orally and in writing; also, ability to listen effectively, grasp ideas and instructions.			X			Claude is coming around in his ability to take hold of any ideas or instructions I give him.
INTERPERSONAL SKILLS Ability to work cooperatively with subordinates, peers, superiors, and external contacts; ability to influence others without direct authority.			X			Works well with fellow associates and upper management.
ADMINISTRATION Ability to satisfy all administrative components of position (i.e., timeliness, completeness, accuracy, documentation).			X			Keeps up with all his reports and turns them in on time.
LEARNING CAPABILITIES, OTHER RELEVANT SKILLS (List)			X			Claude has been a supervisor for about 1 year and 8 months, and is still learning.

This section *must* be completed for each rating.

PERFORMANCE EVALUATION RATING

Read each rating carefully and completely. Check the rating box above that most closely describes the associate's overall performance in each category based upon the extent to which he/she met the standards/objectives and management skills evaluation.

Superior Consistently and substantially exceeds major job requirements. Accomplishments are extraordinary as demonstrated by job results.

Above Requirements Exceeds most job requirements. Job results are measurably higher than job requirements.

Meets Requirement Meets major job requirements. Performance is fully acceptable as demonstrated by job results.

Fair Performance is slightly below what is expected in the position. Performance needs improvement.

Marginal Fails to meet most major job requirements. Performance requires immediate, substantial and sustained improvement.

II. ANNUAL ACCOMPLISHMENT SUMMARY DEVELOPMENT REVIEW

(This side to be completed by immediate manager)

Claude Lee

Associate's Name (last, first, middle initial)

A. PERFORMANCE SUMMARY AND TREND (Summarize your view of associate's accomplishments versus goals in the past year and indicate performance.)Set goal for No lost time accidents and met this goalSet goal for no recordables had 1.Incident rate went from 3.86 to 2.89

(continue on back if necessary)

B. STRENGTHS/GROWTH (Describe associate's strengths and how they changed in the past year.)Claude has worked in Wrap/Pack for 24 years and this has helped Claude to relay to his people of what is expected of them. He is learning

(continue on back if necessary)

C. DEVELOPMENTAL RECOMMENDATIONS

- 1) List Developmental Objectives and/or Skills To Improve based on overall performance rating and evaluation of management skills.
- 2) For any deficiencies noted on Management Skills Evaluation, planned development activity must be detailed here.
- 3) Developmental Objectives or Skills To Improve should be directly transferred onto next year's Objective Setting page.

Developmental Objectives/Skills To Improve	Planned Development Activity
<u>Quality</u>	<u>Hold monthly quality meeting with associates</u>

D. FUTURE CAREER DISCUSSION (Discuss associate's career goals and objectives. List any positions in which the associate expresses an interest. Refer to Human Resources Manager or Director if indicated.)Comments: Willing To Move To any Job where Needed in The Plant

(continue on back if necessary)

E. OVERALL PERFORMANCE RATING (Transfer performance rating to page 1 [front] of form)
☐ Superior ☐ Above Requirements ☒ Meets Requirements ☐ Fair ☐ Marginal
F. ASSOCIATE'S COMMENTSClaude Lee**G. SIGNATURES**☐ Check if additional comments attached.Bob Turner1-15-02C. L.1-15-02

Immediate Manager

Date

Associate's initials

Date

Brian Davis1-21-02

Indicate that he/she read this appraisal and it has been discussed with him/her.

Reviewing Manager

Date

3

Lee/WPH - 0018

HRS- 272

WESTPOINT STEVENS

PERFORMANCE REVIEW - FORM A

☒ ANNUAL ☐ SEPARATION ☐ PROBATIONARY

FOR HOURLY PRODUCTION AND MAINTENANCE ASSOCIATES

Period from: FEB 07, 1998	To: FEB 07, 1999	Associate: LEE C G	Associate No: 33519
Complete this review prior to this date: FEB 14, 1999		Facility: 044 ABBEVILLE	
Department: 0065 WRAP & PACK		Job: A790 PACK SETS	
Shift: 1 FIRST	Supervisor: <i>Mike E. Thigpen</i>	Continuous Service Date: FEB 07, 1977	Date reviewed: 3-12-99

SECTION I

Complete for period covered by this Review.

ABSENCES	ACCIDENTS	COMMENDATIONS
Number of Days:	Medical Accidents <u>0</u>	Number of Commendations <u>1</u>
Excused (Excluding Leave of Absence) <u>0</u>	Number from Unsafe Acts <u>0</u>	WOULD YOU RE-EMPLOY?
Unexcused <u>0</u>	Lost-Time Accidents <u>0</u>	
On Leave of Absence <u>0</u>	Number from Unsafe Acts <u>0</u>	Yes <input type="checkbox"/>
COUNSELING AND WARNING REPORTS		No <input type="checkbox"/>
Number of counselings <u>0</u>	Number of warnings <u>0</u>	(To be filled out only at separation)

SECTION II

Read each factor below and its definition, then rate the associate according to the scale below. Place the appropriate number in the box to the right of the factor. If you score the associate 1 or 5 on a performance factor, you must provide an explanatory comment in the space provided.

- ☐ 1 Needs Significant Improvement
 ☐ 3 Meets Job Requirements
 ☐ 5 Consistently Exceeds Job Requirements
☐ 2 Needs Some Improvement
 ☐ 4 Frequently Exceeds Job Requirements
 ☐ N/A Does Not Apply to Associate's Job

* Supporting comments required

WORK PRODUCTION

Does associate accomplish expected amount of work promptly and efficiently? (Do NOT consider accuracy.)

☒ 4 COMMENTS: _____

SUPERVISION REQUIRED

Does associate meet job requirements and conduct himself/herself properly with average amount of supervision?

☒ 4 COMMENTS: _____

WORK QUALITY

Does associate pay attention to detail, completing work without excessive errors, defectives or waste? (Do NOT consider amount of work.)

☒ 4 COMMENTS: _____

(Continued on back)

- ☐ 1* Needs Significant Improvement ☐ 3 Meets Job Requirements ☐ 5* Consistently Exceeds Job Requirements
☐ 2 Needs Some Improvement ☐ 4 Frequently Exceeds Job Requirements ☐ N/A Does Not Apply to Associate's Job
 * Supporting comments required

PHYSICAL REQUIREMENTS

Does associate meet all physical requirements of job? (Consider strength, stamina, dexterity, vision, etc.) (See Personnel Policy Manual, Section W-3, II-D for special instructions.)

☐ 3 COMMENTS: _____

MONITORING

Does associate conscientiously watch assigned work for immediate and potential production or quality problems?

☐ 4 COMMENTS: _____

WORK PROCEDURES

Does associate follow prescribed methods, without constant reminders and supervision, when performing work tests?

☐ 4 COMMENTS: _____

JUDGEMENT

Does associate's evaluation of both routine and unusual problems show use of previous training and experience resulting in reasonable decisions?

☐ 4 COMMENTS: _____

SECTION III**OVERALL PERFORMANCE RATING**

<input type="checkbox"/> 1*	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5*
Needs Significant Improvement	Needs Some Improvement	Meets Job Requirements	Frequently exceeds job requirements	Consistently exceeds job requirements

* Supporting comments required

SECTION IV

Complete if appropriate.

GENERAL COMMENTS AND RECOMMENDATIONS:

Claude is easy going and well liked in the Department. He knows his job and does a good job at it, also he put out above quality work. Claude takes very little supervision each day.

I HAVE REVIEWED THIS PERFORMANCE REVIEW WITH THE ASSOCIATE

REVIEWED BY

Mike Ethier
SIGNATURE OF SUPERVISOR

3-10-99
DATE

Claude Lee Bob Turner
SIGNATURE OF DEPARTMENT MANAGER DATE

HRS- 252

WESTPOINT STEVENS

PERFORMANCE REVIEW - FORM A

☒ ANNUAL ☐ SEPARATION ☐ PROBATIONARY

FOR HOURLY PRODUCTION AND MAINTENANCE ASSOCIATES

Period from: FEB 07, 1999	To: FEB 07, 2000	Associate: LEE C G	Associate No: 33519
Complete this review prior to this date: FEB 14, 2000		Facility: 044 ABBEVILLE	
Department: 0065 WRAP & PACK		Job: A788 L'SEAL SETS OP	
Shift: 1 FIRST	Supervisor: <i>Mike E. Smith</i>	Continuous Service Date: FEB 07, 1977	Date reviewed: 2-10-00

SECTION I

Complete for period covered by this Review.

ABSENCES	ACCIDENTS	COMMENDATIONS
Number of Days: Excused (Excluding Leave of Absence) <u>0</u> Unexcused <u>0</u> On Leave of Absence <u>0</u>	Medical Accidents <u>0</u> Number from Unsafe Acts <u>0</u> Lost-Time Accidents <u>0</u> Number from Unsafe Acts <u>0</u>	Number of Commendations <u>0</u>
COUNSELING AND WARNING REPORTS		Would you re-employ? Yes <input type="checkbox"/> No <input type="checkbox"/> (To be filled out only at separation)
Number of counselings <u>0</u>	Number of warnings <u>0</u>	

SECTION II

Read each factor below and its definition, then rate the associate according to the scale below. Place the appropriate number in the box to the right of the factor. If you score the associate 1 or 5 on a performance factor, you must provide an explanatory comment in the space provided.

- ☐ 1 Needs Significant Improvement
 ☐ 3 Meets Job Requirements
 ☐ 5 Consistently Exceeds Job Requirements
☐ 2 Needs Some Improvement
 ☐ 4 Frequently Exceeds Job Requirements
 ☐ N/A Does Not Apply to Associate's Job

* Supporting comments required

WORK PRODUCTION

Does associate accomplish expected amount of work promptly and efficiently? (Do NOT consider accuracy.)

☒ 3 COMMENTS: _____

SUPERVISION REQUIRED

Does associate meet job requirements and conduct himself/herself properly with average amount of supervision?

☒ 4 COMMENTS: _____

WORK QUALITY

Does associate pay attention to detail, completing work without excessive errors, defectives or waste? (Do NOT consider amount of work.)

☒ 4 COMMENTS: _____

(Continued on back)

- ☐ 1* Needs Significant Improvement ☐ 3 Meets Job Requirements ☐ 5* Consistently Exceeds Job Requirements
☐ 2 Needs Some Improvement ☐ 4 Frequently Exceeds Job Requirements ☐ NA Does Not Apply to Associate's Job
 * Supporting comments required

PHYSICAL REQUIREMENTS

Does associate meet all physical requirements of job? (Consider strength, stamina, dexterity, vision, etc.) (See Personnel Policy Manual, Section W-3, II-D for special instructions.)

☒ 3 COMMENTS: _____

MONITORING

Does associate conscientiously watch assigned work for immediate and potential production or quality problems?

☒ 4 COMMENTS: _____

WORK PROCEDURES

Does associate follow prescribed methods, without constant reminders and supervision, when performing work tests?

☒ 4 COMMENTS: _____

JUDGEMENT

Does associate's evaluation of both routine and unusual problems show use of previous training and experience resulting in reasonable decisions?

☒ 4 COMMENTS: _____

SECTION III**OVERALL PERFORMANCE RATING**

<input type="checkbox"/> 1* Needs Significant Improvement	<input type="checkbox"/> 2 Needs Some Improvement	<input type="checkbox"/> 3 Meets Job Requirements	<input checked="" type="checkbox"/> 4 Frequently exceeds job requirements	<input type="checkbox"/> 5* Consistently exceeds job requirements
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* Supporting comments required

+ Claude Lee

SECTION IV

Complete if appropriate.

GENERAL COMMENTS AND RECOMMENDATIONS:

Claude has done a good job this past year. He can be counted on to be at work everyday and to put out top quality work. Claude takes very little supervision on his job and he works well with his co-workers. (a well rounded associate)

I HAVE REVIEWED THIS PERFORMANCE REVIEW WITH THE ASSOCIATE

REVIEWED BY

Mike E. [Signature]
SIGNATURE OF SUPERVISOR

2-10-00
DATE

Bob Turner
SIGNATURE OF DEPARTMENT MANAGER

2-21-00
DATE

WESTPOINT STEVENS

PERFORMANCE REVIEW - FORM A

☒ ANNUAL ☐ SEPARATION ☐ PROBATIONARY
 FOR HOURLY PRODUCTION AND MAINTENANCE ASSOCIATES

Period from: 2-7-97	To: 2-7-98	Associate: Claude G. Lee	Associate No: 33519
Complete this review prior to this date: 2-17-98		Facility: 044 - Abbeville	
Department: 65 - Packing		Job: Pack Sets - A 790	
Shift: First	Supervisor: <i>Mike Edtough</i>	Continuous Service Date: 2-7-77	Date reviewed: 3-12-98

SECTION I

2 Part days

Complete for period covered by this Review.

ABSENCES	ACCIDENTS	COMMENDATIONS
Number of Days: _____	Medical Accidents _____	Number of Commendations <u>1</u>
Excused (Excluding Leave of Absence) <u>0</u>	Number from Unsafe Acts <u>0</u>	WOULD YOU RE-EMPLOY?
Unexcused <u>0</u>	Lost-Time Accidents <u>0</u>	Yes <input type="checkbox"/>
On Leave of Absence <u>0</u>	Number from Unsafe Acts <u>0</u>	No <input type="checkbox"/>
COUNSELING AND WARNING REPORTS		(To be filled out only at separation)
Number of counselings <u>0</u>	Number of warnings <u>0</u>	

SECTION II

Read each factor below and its definition, then rate the associate according to the scale below. Place the appropriate number in the box to the right of the factor. If you score the associate 1 or 5 on a performance factor, you must provide an explanatory comment in the space provided.

- ☐ 1 Needs Significant Improvement ☐ 3 Meets Job Requirements ☐ 5 Consistently Exceeds Job Requirements
☐ 2 Needs Some Improvement ☐ 4 Frequently Exceeds Job Requirements ☐ N/A Does Not Apply to Associate's Job

* Supporting comments required

WORK PRODUCTION

Does associate accomplish expected amount of work promptly and efficiently? (Do NOT consider accuracy.)

4 COMMENTS: _____

SUPERVISION REQUIRED

Does associate meet job requirements and conduct himself/herself properly with average amount of supervision?

4 COMMENTS: _____

WORK QUALITY

Does associate pay attention to detail, completing work without excessive errors, defectives or waste? (Do NOT consider amount of work.)

3 COMMENTS: _____

(Continued on back)

- ☐ 1* Needs Significant Improvement ☐ 3 Meets Job Requirements ☐ 5* Consistently Exceeds Job Requirements
☐ 2 Needs Some Improvement ☐ 4 Frequently Exceeds Job Requirements ☐ N/A Does Not Apply to Associate's Job
 * Supporting comments required

PHYSICAL REQUIREMENTS

Does associate meet all physical requirements of job? (Consider strength, stamina, dexterity, vision, etc.) (See Personnel Policy Manual, Section W-3, II-D for special instructions.)

☒ 3 COMMENTS: _____

MONITORING

Does associate conscientiously watch assigned work for immediate and potential production or quality problems?

☒ 4 COMMENTS: _____

WORK PROCEDURES

Does associate follow prescribed methods, without constant reminders and supervision, when performing work tests?

☒ 4 COMMENTS: _____

JUDGEMENT

Does associate's evaluation of both routine and unusual problems show use of previous training and experience resulting in reasonable decisions?

☒ 4 COMMENTS: _____

SECTION III**OVERALL PERFORMANCE RATING**

<input type="checkbox"/> 1* Needs Significant Improvement	<input type="checkbox"/> 2 Needs Some Improvement	<input type="checkbox"/> 3 Meets Job Requirements	<input checked="" type="checkbox"/> 4 Frequently exceeds job requirements	<input type="checkbox"/> 5* Consistently exceeds job requirements
--	--	--	--	--

* Supporting comments required

SECTION IV

Complete if appropriate.

GENERAL COMMENTS AND RECOMMENDATIONS:

Claude is an A-1 all around good employee. He is easy to supervise, good attendance, knows his job, works well with his co-workers, and can work without supervision. Claude can be counted on to do a good job on any job he is put on.

I HAVE REVIEWED THIS PERFORMANCE REVIEW WITH THE ASSOCIATE

REVIEWED BY

SIGNATURE OF SUPERVISOR

DATE

SIGNATURE OF DEPARTMENT MANAGER

DATE

Claude Lee

3-13-98

[Signature]

3-19-98